

Hanover Schools
188 Broadway
Hanover, MA 02339



Telephone 781-878-0786
Facsimile 781-871-3374

Kristine E. Nash, Ed.D.
Superintendent

James A. Shillinglaw
Pupil Personnel Services
Administrator

Laura Miceli
Director of Curriculum,
Instruction, and Personnel

Joanne McDonough
Business Manager

APPLICATION FOR EMPLOYMENT

Thank you for your interest in the Hanover Schools. Please complete this packet by providing specific, accurate, and complete details. Please print all entries by computer or hand.

Applicants for Professional Positions (Administrator, Counselor, Psychologist, Therapist, Teacher, Tutor) must complete all portions of the application form and must attach all of the following documentation when the application is filed:

1. Application form.
2. Resume, including chronological listing of education and employment (beginning with most recent).
3. College transcripts.
4. Commonwealth of Massachusetts Department of Education Educator's License.
5. Personal statement reflecting your philosophy and beliefs about education in general and teaching and learning in particular.
6. Criminal Offense Record Information C.O.R.I. form.
7. Letters of Reference.

Applicants for Paraprofessional, Secretary, Clerical, Maintenance, Custodial, Van Driver, or Cafeteria Positions should complete all sections that are applicable. Additional information and materials may be submitted.

Applicants for Before and After School, Coach/Assistant Coach, Co-Curricular, Enrichment, Extended Opportunities, MCAS Remediation, or other programs should complete all sections that are applicable. Additional information and materials may be submitted.

The Hanover Schools will not discriminate against any person with regard to employment or educational opportunity on account of race, color, gender, age, disability, sexual orientation, religion or national origin. This non-discrimination applies to all persons, whether or not the individual is a member of a conventionally defined minority group.

The mission of the Hanover Schools is to guide every student to thrive in a global society.



Hanover Schools Application for Employment

DATE OF APPLICATION			POSITION DESIRED	
NAME	Miss			
	Mrs.			
	Mr.			
		First	Middle	Last
HOME ADDRESS				
		Number	Street	Apt. #
		City/Town	State	Zip
TELEPHONE				
		Home	Work	Cellular/Other
Email				

EDUCATION	Diploma Degree Certificate	Year of Graduation or Completion	Educational Institution	City/Town and State
HIGH SCHOOL				
UNDERGRADUATE				
GRADUATE				
GRADUATE				
Other				

Certification or License State and Number	Type or Area of Certification	Type or Area of Certification

1. Have you ever been convicted of a felony?	YES	NO	List language(s), other than English, in which you are proficient with level of proficiency, include Sign or Braille.
2. Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?	YES	NO	
3. Have you completed a period of incarceration within the past five years for any misdemeanors (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?	YES	NO	
4. If the answer to question number 3 above is "yes" please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?	YES	NO	

Hanover Schools Application for Employment *continued*

Experience and Employment History Please list all work and/or teaching (including substitute or student teaching) experience in a chronological order, starting with the most recent.					
Dates From To		Name of Employer and Address of Employer		Title or Position	Subject Grade, Level Job Description
		Name			
		Street			
		City/State			
		Name			
		Street			
		City/State			
		Name			
		Street			
		City/State			
		Name			
		Street			
		City/State			

Co-Curricular, Athletic, or Recreational Experience				
Dates From To		Location	Type of Experience	I would be able to direct, supervise, or coach in this area.

References Please provide three (3) references (other than family members). References should be people who have supervised you and/or people with whom you have worked closely. Written recommendations may be attached and will be required for candidates recommended for positions.				
Dates From To		Name of Reference		
			Position/Title	
			Place of Business	
			Telephone(s)	
			Position/Title	
			Place of Business	
			Telephone(s)	
			Position/Title	
			Place of Business	
			Telephone(s)	

Hanover Schools Application for Employment *continued*

Personal Writing Sample [Please provide a handwritten response in the space provided.]

Applicants for professional positions are requested to provide a statement reflecting philosophy and beliefs about education in general and teaching and learning in particular.

My Vision of Excellence for Public Education

I hereby certify that the facts and representations set forth in this application and resume are true and complete. I further understand and agree that, if employed, false statements on my application and/or resume constitute sufficient cause for dismissal.

Date	Signature

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Criminal Offense Record Information [CORI] REQUEST FORM

Hanover Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee for the position of _____, I understand that a criminal record check will be conducted for conviction, non-conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

APPLICANT / EMPLOYEE INFORMATION (Please Print)

Last Name		First Name		Middle Name	
Maiden Name or Alias (if applicable)			Mother's Maiden Name		
Date of Birth (Month-Day-Year)		Place of Birth		Social Security No. (Requested but not required)	
Current Street Address		Apt.	City/Town	State	Zip
Former Street Address		Apt.	City/Town	State	Zip
Gender (M / F)	Height (<i>feet and inches</i>)		Weight (<i>pounds</i>)		Eye Color
Driver's License Issued by (State)			License Number		
The above information was verified by reviewing _____ (government issued photographic identification).					
Requested By [Signature CORI Authorized Employee]				Date	

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